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EASTERN EUROPE (EE) AREA DIVISION NOTES

Organizational Structure

1. The Chief of the Requirements Staff, whose position title, incidentally, is "Chief of the Reports Branch", exercises direct supervision over all positive reports personnel who are assigned to a separate reports branch under this staff. The reports personnel in this branch process only positive reports. However, the Chief of the Branch reviews CE reports for conformance with style, format, etc.
2. All Branch Chiefs, except two, and all reports personnel interviewed, stated that reports personnel should be assigned to a separate reports branch for the following reasons:
 - a. Greater economy in the utilization of skills is achieved.
 - b. A fraternity of reports personnel is provided which not only acts as a stimulant but also facilitates exchange of information.
 - c. More objective reporting can be achieved.
3. Even though it was indicated that reports officers maintain necessary liaison with operations officers, it was obvious that because of the physical separation, coordination was more difficult. In this connection it was pointed out that most cables pertaining to reports require some coordination with operations personnel.
4. During the interviews with the Branch Chiefs the impression was gained that more emphasis was naturally being placed on operations since they were not responsible for reports functions.

Personnel

1. This division is badly in need of a new T/O. The present T/O does not accurately reflect existing organizational structure or personnel assignments. For example, two clerical positions assigned to the reports branch are being utilized by an operations branch. These positions should be immediately returned to the reports branch so that qualified clerical personnel may be procured for reports work. In addition, there are two reports officer vacancies which should be filled at the earliest practicable date. A [REDACTED] Reports Officer is urgently needed to fill one of these vacancies. However, to date Personnel has been unable to recruit a qualified individual.

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2. The following figures reflect the backlog of intelligence reports to be processed at the time this survey was conducted:

<u>To Be Processed</u>	
25X6D	243
	7
	5
	129
	163
	26
Total	573

Processed reports to be typed - 350

reports to be sanitized - 350

It is believed that the backlog of reports to be typed and sanitized should be eliminated as promptly as possible by the detailing of typists and clerical personnel from within OSO.

3. In addition to filling the positions indicated above, it is believed that the following additional reports positions should be authorized:

Two Reports Officer positions.

Three clerical positions.

4. The production rate of this division is much greater than that of any of the other divisions. This is possibly due to many factors, one of which is the fact that a high percentage of the reports are received in semi-finished form. Also the reports officers in this branch do not perform as many clerical duties as performed by reports officers in other divisions. It was observed that the Chief of Reports not only maintains complete production records but also conducts work measurement studies to determine proper workload for typists.

Procedures

1. All cables and pouches are received from the division mail room and logged in at the Reports Branch central mail desk. The German Reports are routed direct from the mail room to the Reports Branch. All other reports are first sent to the Branch concerned for review and then routed to the Reports Branch. Approximately one-fourth of the reports processed by EE come through other divisions. It was noted that a numbering stamp was used to record field numbers on the logs. It is believed that other divisions should consider the use of a similar stamp. In addition to the central reports log, which is maintained by the Reports Branch mail desk, the reports officer for each country or function maintains an "out log" for all reports disseminated.

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2. Abstract file slips received from RI are not generally being used except in the Division mail room. It was the consensus of reports personnel that log sheet forms, which are being designed and reproduced by EE, are preferable to the Forms 35-31.

3. Very few personality and/or subject card files are being prepared and maintained for use by the Reports Officers in this division. It was pointed out that this reference material is desirable but not absolutely necessary if reference books, lists, etc. are available.

4. Because of the shortage of personnel the Reports Branch has not been complying with the multilith procedures in that the ditto masters received from the field are still being used for reproducing Washington disseminations. The application of "cut and paste" techniques to the masters not only requires considerable time but also results in an inferior product for our customers. Of the approximately 1,000 reports disseminated each month by this division, only approximately 400 are prepared on multilith mats.

5. During the survey, action was taken by EE to simplify the procedure for recording information in source logs.

General Notes Including Comments Received

1. It was pointed out that a majority of the girls procured by Personnel as typists are college graduates with marginal typing ability. These girls are not satisfied when given purely typing duties since they feel that, because of their educational background, they should be assigned duties commensurate with their college training. It was the consensus of both operational and reports personnel that typists for reports positions should be recruited from non-college graduates where possible.

2. It was pointed out during this survey that the present grade structure for reports personnel does not provide needed incentive and promotional possibilities. Because of this it is most difficult not only to procure but also retain qualified reports personnel. In addition, it was pointed out that Reports Officers are not just editors. They are intelligence officers since they perform critical analysis, evaluation of source and content and determine distribution. The editorial function is, of course, necessary in the actual preparation of the report.

3. The translation difficulties which are now being encountered in connection with documents written in Polish should be eliminated as soon as a [REDACTED] Reports Officer is procured.

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4. Difficulties are being encountered in connection with the processing and sanitizing of [REDACTED] reports. These difficulties are caused primarily by:

a. Processing steps required. This processing includes deletion of certain items in the heading and/or references in the text to SO disseminations or SO dispatches, as well as modification of the source description, and is accomplished by cutting and pasting the ditto master and by a certain amount of re-typing.

b. Shortage of clerical personnel.

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c. Lack of clear cut decisions as to the responsibility for sanitizing [REDACTED] reports. In this connection it is understood that a decision was recently made making it the responsibility of IS Division to sanitize [REDACTED] reports since this division officially controls this source.

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5. The [REDACTED] question is presently being explored to ascertain whether the [REDACTED] desire to continue to receive this material. There are indications that this question may be solved by virtue of the fact that the [REDACTED] are possibly only interested in receiving summaries and certain spot reports. If the [REDACTED] desire to continue to receive all [REDACTED] reports, the dissemination of sterilized reports in the field should be explored.

6. Form No. 51-61 (Information Report Yellow) and Form No. 51-4AA (Information Report - Multilith Form) should be revised.

7. Procedures pertaining to the grading of source and content should be clarified.

8. More emphasis should be placed on training new reports personnel by the Office of Training and/or RC.

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